

MINUTES

THE HEIGHTS AT WAILUNA ASSOCIATION REGULAR MEETING OF THE BOARD OF DIRECTORS Monday, November 2, 2020 Via Zoom

I. CALL TO ORDER

PRESENT: Acting President Kathryn Sunada, Acting Vice President Lynn Villafana, Treasurer Rehbi Hasan, Secretary Dorothy Sunio and Directors: Jennifer Jungel, Christine Parker, Sue Behrend (5:00 p.m.-6:30 p.m.), and Bob Richey.

INVITED: Fid Limani, Property Manager (PM), Hawaiian Properties, Ltd.

QUORUM: Noting the presence of a quorum, President Sunada called the meeting to order at 5:07 p.m.

II. OWNERS FORUM

Prior to the start of every Regular Meeting, the Board provides an opportunity for owners present at the meeting to provide any comments or inquiries for discussion of Board consideration. No owners were present.

III. MINUTES OF THE PRIOR MEETING

- A. Regular Board of Director's Meeting Minutes for June 22, 2020: It was noted that Acting President Sunada and Acting Vice President Villafana title's were incorrect and to be changed to "Acting" President and "Acting" Vice President respectfully. With the revisions made, the board accepted the Regular Meeting Minutes of June 22, 2020.

IV. TREASURER'S REPORT

- A. Financial Statements: Directors Jungel moved to accept the May 2020, June 2020, July 2020, August 2020 and September 2020 Financial Statement for filing, subjected to audit. The motion was seconded by Director Richey and carried unanimously.

V. MANAGEMENT & COMMITTEE REPORTS:

- A. Property Manager Report: PM Limani presented a verbal and written report.
- B. Landscaping: Acting President Sunada provided a report on landscaping.
1. Herbicide Use: Acting President Sunada made a motion to use a safer herbicide (other than roundup) only on the wall side of the hill on the 1870 block to eradicate the California Grass. Director Jungel second the motion and carried unanimously.
 2. Tree Removal Proposal: By unanimous consent, the Board approved the proposal submitted by Nilo Landscape Company as the scope specified on proposal #1595 in the amount of \$10,500.00 plus tax.

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3. Landscaping & Tree Trimming Proposals: Deferred until the next Regular Meeting
- C. Communications – Secretary Sunio gave a verbal report on new fob entry system and requested suggestions to add to the newsletter.
- D. Architectural – Chair Robert Richey gave a verbal report.
 1. By unanimous consent, the Board ratified Modification Applications:
 - i. Approved Applications: Units, 1820V, 1820J, 1870P, 1820J, 1810F, 1860N, 1870H, 1820B, 1870N and 1870A (1870A has seven approved applications).
 - ii. Denied Applications: Unit 1810J was denied due to failing to submit additional information.

VI. UNFINISHED BUSINESS

- A. Annual Meeting: The board decided to schedule an annual meeting and not wait until the 2021 annual meeting.
- B. Mailbox Repair: Deferred until the next Regular Meeting. Board member's Richey, Hasan and Sunio will do a walk through with PM Limani on November 16, 2020 at 4p.m. to inspect the condition of the mailboxes.

VII. NEW BUSINESS

- A. Gutter Size: By unanimous consent, the Board approved homes to install either 5" or 6" gutters. The Association will replace/repair gutters on the zero lot side with either 5" or 6" as needed.
- B. Gutter Repair Proposals: Deferred until the next Regular Meeting.
- C. Revise Fining Policy: Deferred until the next Regular Meeting.
- D. Repair/Paint White Picket Fence: By unanimous consent, the board approved to paint the front fence of unit 1960 (no letter) and 1840R by Kama'aina Once Source. Acting Vice President Villafana will provide a list to PM Limani with additional homes to be painted/repared. PM Limani will provide proposals for the additional homes.
- E. Ratify the following items approved by the Board since the last Regular Meeting:
 1. Budget and Reserve Study: Secretary Sunio moved to approve the 2021 Budget and Reserve Study as presented by PM Limani and Hawaiian Properties Ltd. Seconded by Director Richey. Motion carried unanimously.
 2. 2019 Audit Report and Tax Return: Director Parker moved to accept the 2019 Audit and Tax Returns. Seconded by Secretary Sunio. Acceptance carried unanimously.

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3. Right of First Refusal Letter from Bishop Estate/Kamehameha Schools (KS): Acting President Sunada moved to not exercise the AOA's right of First Refusal to purchase the leased fee interest for unit #76 offered by KS. Seconded by Acting President Villafana. Motion carried unanimously.
4. Ratified Hawaii National Landscaping Inc. invoice \$392.67 to fill hole on the lawn outside unit 1850. The owners may change out the plants at their cost with an approved plant.
5. Ratified invoices by Kama'aina Once Source to replace mailbox for unit 1870P in the amount of \$161.08 invoice #3056.
6. Ratified invoices by Kama'aina Once Source to replace mailbox for unit 1860N in the amount of \$161.08 invoice #2990.

VIII. EXECUTIVE SESSION

Board discussed Delinquencies, Contractual and Legal Issues with Associations Attorney at the beginning of this meeting.

IX. NEXT MEETING

The next meeting will be scheduled for November 23, 2020 at 5:00 pm, via Zoom.

X. ADJOURNMENT

There being no further business to discuss, and hearing no objections, President Sunada adjourned the meeting at 8:15pm.

Respectfully Submitted,

Dottie Sunio

12/8/2020

Secretary or other Board Officer

Date

Submitted by:

Fid Limani, Recording Secretary